**State of Rhode Island Payment Information
RIPAY Website Documentation**

RIPAY
User Manual

State of Rhode Island Payment Information
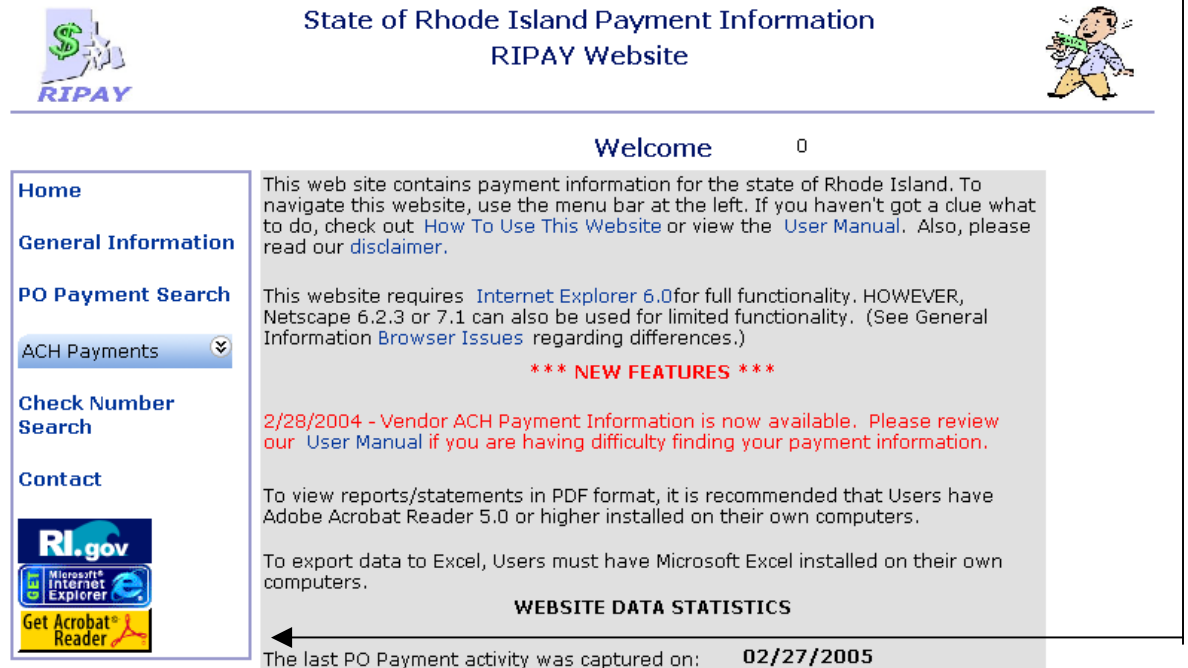# RIPAY Website Documentation

Table of Contents

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I.   Summary

This document explains how to navigate the State of Rhode Island Payment Information RIPAY Website to retrieve purchase order payment information and export to excel or print a payment statement.

II.   Setup

This website requires Internet Explorer 6.0 for full functionality. HOWEVER, Netscape 6.2.3 or 7.1 can also be used for limited functionality. (See website regarding differences.) You will also need Adobe Acrobat Reader to view payment statements. Downloads are available at the bottom of the menu. To get to the RIPAY website and begin searching for Purchase Order Payments, go to the URL http://www.ripay.ri.gov and the RIPAY home page is displayed:

III. General Information

If you have a question or need information regarding using the website or understanding its purpose, you should click the General Information icon on the menu bar. The following page will be displayed:

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General Information

Home	Disclaimer	Disclaimer for this website.
General Information	Request For Payment	How vendors are paid by the State of Rhode Island.
PO Payment Search	How To Use This Website	Information/help on how to use the RIPAY website.
Municipal ACH Payments	Definitions of Terms	Glossary of terms used within the PO Payment section of the RIPAY website.
	Browser Issues	Current browser issues with RIPAY.

This page contains links to a disclaimer, a statement about how to make a request for payment, quick instructions on how to use the RIPAY website, definitions of terms used within this website, and browser issues and concerns when viewing this website.

IV.   PO Payment Search

To search for purchase order payments, click the **PO Payment Search** menu item from the menubar at the left. The following page will be displayed:

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PO Payment Search

Search Criteria - Please enter a valid State of Rhode Island purchase order.

* Purchase Order #:   Release #:   Search

Purchase Order #:   Release #:

PO Description:
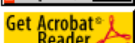
Agency Name:

Vendor Name:

PO Status:

	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE STATUS	PAID DATE	CHECK NUMBER
1						
2						

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On this page, you must enter the exact Purchase Order number and release number where required. When ready to execute a search, click the 'Search' button. The spreadsheet will then be loaded with search results:

If you are search for a blanket PO and a release number is required, the system will prompt you to enter a release number if one was not entered:

Saving Payment Information Into Excel

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The PO Payment search results can be loaded into Excel by clicking the [View In Excel] link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated.

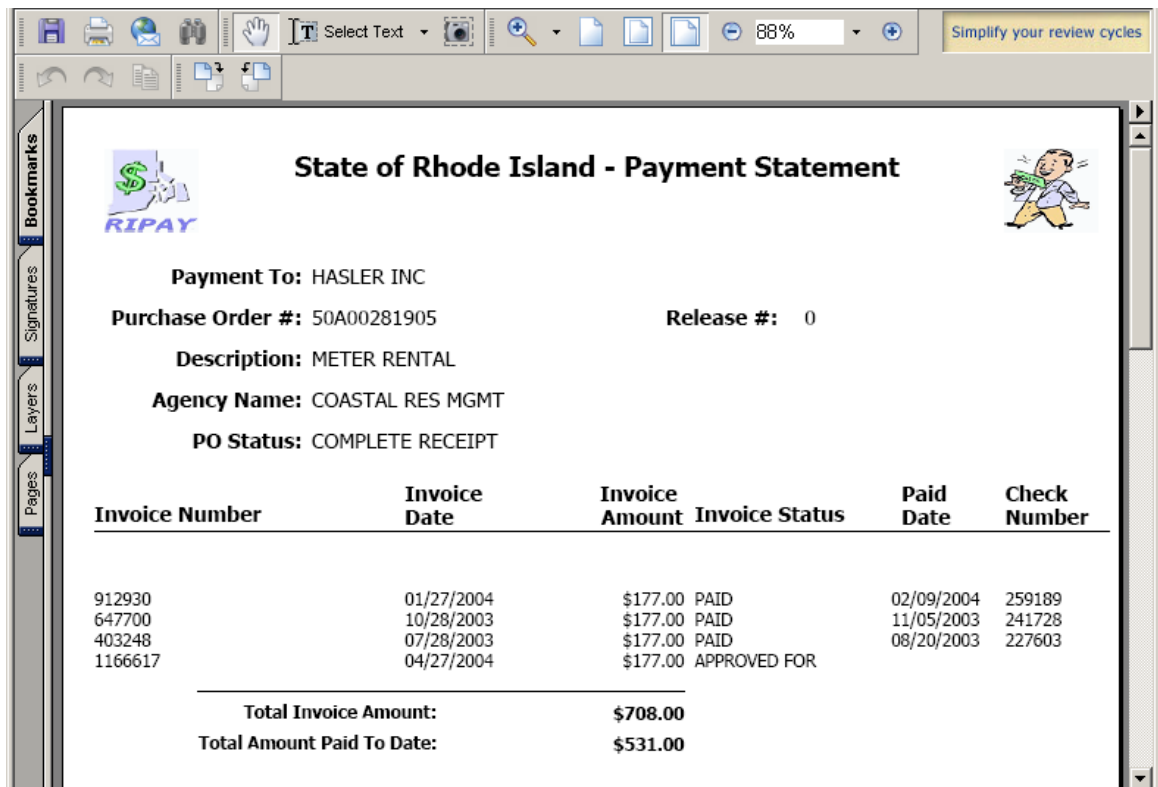|	A	B	C	D	E	F	G	H	I	J
1	PO NUMBER	RELEASE NUMBER	DESCRIPTION	AGENCY NAME	VENDOR NUMBER	VENDOR NAME	PO STATUS	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT
2	50A00281905	0	METER RENTA	COASTAL RES	003547	HASLER INC	COMPLETE RE	912930	1/27/2004	$177.00
3	50A00281905	0	METER RENTA	COASTAL RES	003547	HASLER INC	COMPLETE RE	647700	10/28/2003	$177.00
4	50A00281905	0	METER RENTA	COASTAL RES	003547	HASLER INC	COMPLETE RE	403248	7/28/2003	$177.00
5	50A00281905	0	METER RENTA	COASTAL RES	003547	HASLER INC	COMPLETE RE	1166617	4/27/2004	$177.00

You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As…' to save the file.

Viewing/Printing Payment Statement

The PO Payment results can be displayed as a statement which totals the amount invoiced and amount paid. The PO Payment Statement can be viewed/printed by clicking the [View Payment Statement] link, which will display the payment statement as a PDF file:

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Click the 🖨 icon to print a copy of your payment statement, or the 💾 icon to save it on your computer.

Viewing Other Purchase Orders For A Vendor

Upon a successful search, you will be able to view other purchase orders for the selected vendor. Click on the

View Other POs For This Vendor link to view a list of purchase orders for the current fiscal year. From this page you can also filter on Fiscal Year and PO Status:
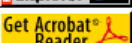
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Purchase Orders

	PO NUMBER	REL #	ISSUE DATE	PO DESCRIPTION	AGENCY NAME	PO STATUS
1	12A00285520	0	9/15/2003	METER RTL.LEGAL10/1/03-	GOVERNOR	CLOSED
2	50A00281144	0	7/24/2003	REPAIRS MAIL MACHINE	COASTAL RES MGMT	CLOSED
3	50A00281905	0	8/1/2003	METER RENTAL	COASTAL RES MGMT	COMPLETE RECEIPT
4	54A00279579	0	7/7/2003	Mailer Acct 176536-001	EDUC ASSIST AUTHORITY	CLOSED
5	54A00284013	0	8/29/2003	Cust No 1165413	EDUC ASSIST AUTHORITY	CLOSED
6	54A00287211	0	10/6/2003	Mailer Acct# 176536-001	EDUC ASSIST AUTHORITY	CLOSED
	54A00294150	0	1/13/2004	Mailer No. 176536	EDUC ASSIST	CLOSED

Fiscal Year: 2004   PO Status:
16 PO/Releases Returned
Vendor Name: **HASLER INC**
View Unpaid Invoice Statement   View In Excel
<< 1 >>

Double-click a column header to toggle sort ascending/descending.

From this page you can view the purchase orders by selecting a fiscal year and/or PO Status (See website Definitions of Terms for more information). To view all of the invoices for a purchase order, click on the PO number.

Saving Payment Information Into Excel

The purchase orders can be viewed and saved in Excel by clicking the View In Excel hyperlink. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated.
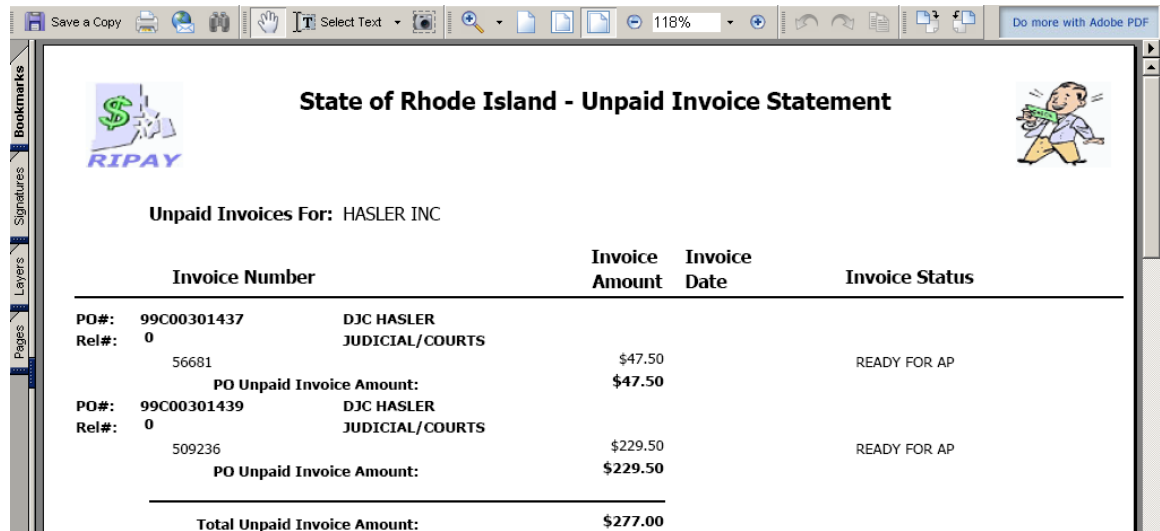
Viewing/Printing Unpaid Invoice Statement

From the Purchase Orders page, you can view all of the unpaid invoices for every purchase order by clicking on the View Unpaid Invoice Statement hyperlink. The Unpaid Invoice Statement will be displayed as a PDF file:

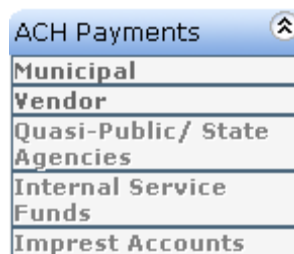# State of Rhode Island Payment Information
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Click the 🖨 icon to print a copy of your unpaid invoice statement, or the 💾 icon to save it on your computer.

V.   ACH Payments

To search for ACH payments, click the downward arrows on the **ACH Payments** menu item from the menubar at the left or double-click on the word **ACH PAYMENTS**. The ACH menu options will be displayed:

Currently, only Municipal and Vendor ACH Payment information is available online. Please click the type of ACH payment you wish to find.

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Municipal ACH Payments

If you selected Municipal within the ACH Payments menu, the following page will be displayed:

On this page, you can select the Municipality (or school district) from the municipality drop down list, enter an estimated payment date range, and click 'Search'. The search results will show details for fund transfers:

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Saving Municipal ACH Payment Information Into Excel

The Municipal ACH Payment search results can be loaded into Excel by clicking the [View In Excel] link. This will open Excel within your browser with the data in the Excel spreadsheet.
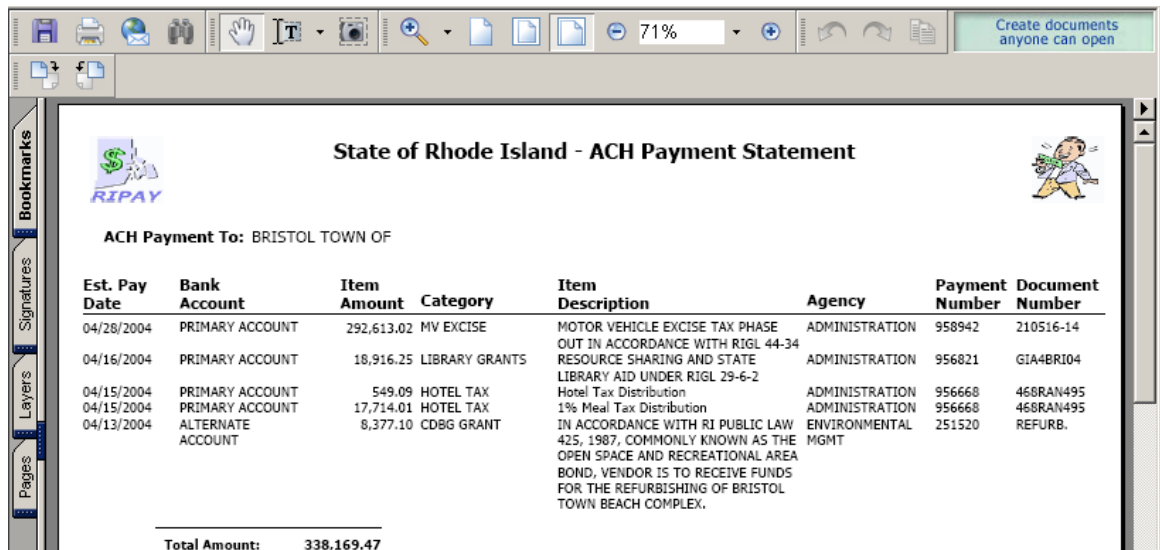

You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As…' to save the file.

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Viewing/Printing Municipal ACH Payment Statement

A Municipal ACH payment statement can be viewed/printed by clicking the View Payment Statement link, which will display the payment statement as a PDF file. The statement includes additional detailed information about the payment transfer and a total amount transferred for the period selected.

Click the 🖶 icon to print a copy of your payment statement, or the 💾 icon to save it on your computer.

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Vendor ACH Payments

If you selected Vendor within the ACH Payments menu, the following page will be displayed:

On this page, you must first find and select a vendor. To do this, type at least 3 characters of the vendor name into the text field titled 'Find Vendor'. **Please Note: If your vendor name is less than 3 characters, you must type your exact vendor name.** Click to begin your search. Any vendors found will be loaded into the drop down list titled 'Vendor Name'. If no vendors were found, you will see the following message:

Select the appropriate vendor name from the drop down list, enter an invoice number or estimated payment date range and click the button. The search results will show details for fund transfers:

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Saving Vendor ACH Payment Information Into Excel

The ACH Payment search results can be loaded into Excel by clicking the View In Excel link. This will open Excel within your browser with the data in the Excel spreadsheet.

You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As…' to save the file.
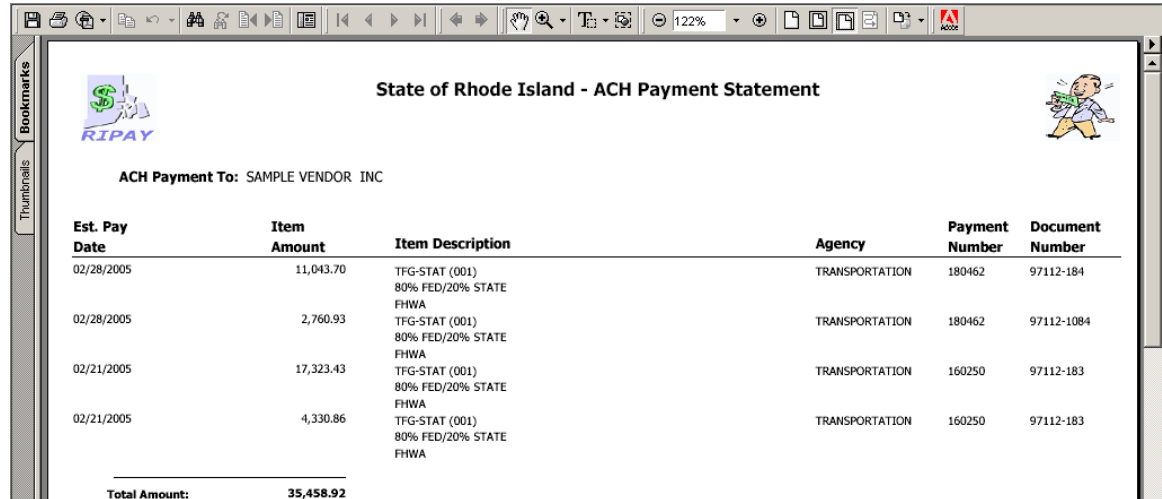
Viewing/Printing Vendor ACH Payment Statement

A Vendor ACH payment statement can be viewed/printed by clicking the View Payment Statement link, which will display the payment statement as a PDF file. The statement includes

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additional detailed information about the payment transfer and a total amount transferred for the period selected.

Click the [printer] icon to print a copy of your payment statement, or the [save] icon to save it on your computer.

VI.   Check Number Search

To search for backup detail by check number, click the **Check Number Search** menu item from the menubar at the left. The following page will be displayed:

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On this page, you can enter a check number and click 'Search'. (Because the State of Rhode Island makes payments from multiple banks, the same check number may be used for multiple payments. To find the correct check reference, use the drop down list of payee names.) The payee name drop down list will be loaded with payees for the check number and spreadsheet will then be loaded with payment information for the first payee. If the payee displayed is not the one you were searching for, select another payee from the drop down list, and its payment information will automatically be displayed. If your payee is not displayed in the list, no payment information exists.

Here is an example of a check number search, and in this example the search returned 2 payee names for check #250129:

Upon selecting the payee you wish to view, the payment information is displayed:

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Viewing/Printing Check Statement

A Check statement can be viewed/printed by clicking the
View Payment Statement link, which will display the payment
statement as a PDF file. The statement will show more backup
details and the total paid:

Click the [printer] icon to print a copy of your payment statement, or
the [save] icon to save it on your computer.

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VII. Questions or Concerns

The RIPAY website includes a Contact page for help obtaining information relating to a purchase order or invoice. Click the **Contact** link on the menu bar. This page contains a link to the state agency telephone directory (PDF file). **Please be sure to contact the appropriate agency.** If the agency is not found, this page also contains a link to all state government agency websites:

State of Rhode Island Payment Information
RIPAY Website

Contact Us

Home

General Information

PO Payment Search

Municipal ACH Payments

Check Number Search

Contact

All RIPAY information is agency-specific. If you have payment questions/concerns, you must contact the appropriate agency associated with the payment. Please use the State of Rhode Island Telephone Directory for contact information or find your contract information by searching the Agency Website Links.

State of Rhode Island Telephone Directory

Agency Website Links

To obtain information about payments not found on this website, you must contact the User Agency Business Office.

If you have a question/concern or need help with this website, send an email to:

RIPAY Web Administrator